

City of West Lafayette Utilities / Engineering Department

PROFESSIONAL AND TECHNICAL PROGRAM SERVICES

WORK ORDER #8

Project Information

Project / Task Name: Outreach and Education effort for Stormwater User Fees and Billing.

Project / Task Description: DLZ proposes to complete Outreach and Education of the Stormwater User Fee and Billing program for the City of West Lafayette. Specific tasks include finalization of the communication plan/schedule, public meeting planning, preparation and attendance (2-meetings total), stakeholder and top customer meeting planning, preparation and attendance (16 meetings total), FAQs and Web content development, LTCP Project Fact Sheet development (11 projects total), media relations including talking points, advisories and news releases and customer service script materials.

Date of Assignment: 2.11.10 Assigned By (Print): David Henderson

Department Contact: David Henderson, David Buck and Michael Thompson

Budget Information

Project / Task Budget: Approximate fee based on tasks, deliverables and meetings shown above is \$ 24,100.00.

(Revised) Project / Task Budget: _____ Date: _____ Initials: _____

Schedule Information

Project / Task Completion Date: Work will begin immediately upon approval of the Work Order and continue until approximately July 2010.

(Revised) Project / Task Schedule: _____ Date: _____ Initials: _____

Other Information

Comments / Special Considerations: Budget is estimated based on proposed need and is hourly. Effort not expended will result in savings to the Owner.

Submitted by

 2-11-10

Project Manager _____ Date _____

Approved by

Board of Public Works and Safety / _____ Date _____
Director of Utilities / City Engineer